
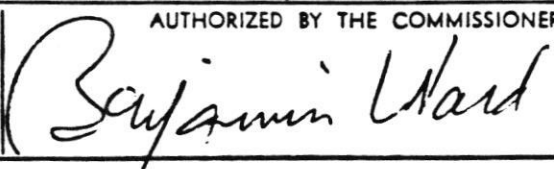




THE CITY OF NEW YORK  
DEPARTMENT OF CORRECTION



**DIRECTIVE**

<input checked="" type="checkbox"/> NEW <input type="checkbox"/> INTERIM <input type="checkbox"/> REVISED		SUBJECT	
EFFECTIVE DATE		*TERMINATION DATE	
7 / 18 / 83		/ /	
CLASSIFICATION	SUPERSEDES	DATED	DISTRIBUTION
# 4018			A
RECOMMENDED FOR APPROVAL BY REVIEW BOARD MEMBER		AUTHORIZED BY THE COMMISSIONER	
 SIGNATURE		 SIGNATURE	

I. PURPOSE:

To provide procedures that will ensure early identification and assessment of inmates with possible emotional disorders, and the prompt referral of these inmates to Mental Health Services.

II. PROCEDURE:

MENTAL HEALTH REFERRAL LOGBOOK:

- A. A mental health referral logbook shall be maintained in each facility in a central location of the institution. The logbook shall contain the following information:
  - a. name/number of the referred inmate;
  - b. date/time/tour of referral;
  - c. name/shield number of supervisor making the referral;
  - d. reason(s) why the inmate was referred - state briefly;
  - e. disposition;
  - f. any other pertinent information
- B. Whenever a correction officer observes or is informed of an inmate exhibiting behavior that may indicate the need for mental health evaluation or treatment, the correction officer shall promptly notify his/her area supervisor.



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REFERRAL OF INMATES TO MENTAL  
HEALTH SERVICES

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(continued)



- C. After making the notification, the correction officer shall initiate a referral to mental health services by completing the top part of form #4018 (Referral of Inmate to Mental Health Services). The behavioral characteristics displayed by the inmate shall be indicated by circling the appropriate item(s) on the Behavioral Checklist. If the behavior displayed is not listed, the behavior shall be described in the space provided on the form; upon completion, the correction officer shall submit the form to his/her area supervisor for endorsement and further processing.
- D. In addition to completing form #4018, the correction officer shall enter the following information in the housing area logbook:
1. name, number and cell location of the inmate concerned;
  2. brief description of the behavior observed;
  3. name/shield number of the supervisor notified;
  4. date/time notified;
  5. name/shield number of the reporting officer;
- E. Upon receiving notification that an inmate may be in need of mental health services, the area supervisor shall ascertain the urgency of the situation and take appropriate action. The supervisor's assessment of the referral and the disposition of handling same, can be carried out by giving oral instruction to the reporting officer or by promptly responding to the area concerned. The assessment should also include interviewing the subject inmate (if feasible), the officer, and any other appropriate parties. In any event, the supervisor shall complete the lower part of form #4018.

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- F. After completing the lower part of form #4018, the supervisor shall submit the original to Mental Health Services and forward a copy to the designated area of the institution for filing and future reference. In the event that mental health staff is unavailable, form #4018 shall be submitted to the medical staff. If required, the inmate will be taken to the medical clinic.
- G. After submitting form #4018 to mental health or medical services, the supervisor shall make the appropriate entries in the Mental Health Referral Logbook (see paragraph II.A).
- H. Upon completion of their evaluation, Mental Health Services shall prepare a summary of their findings as outlined on the reverse side of form #4018 and shall retain a copy of said "form" for their files; additionally, a copy shall be forwarded to medical services and to the area where the Mental Health Referral Logbook is maintained. The person designated to maintain the logbook shall enter the appropriate information.
- I. The Mental Health Logbook shall be reviewed on each tour, by the tour commander in order to ensure that inmates were evaluated by the Mental Health Staff in a timely manner. This logbook will be signed by the tour commander at the completion of each tour.
- J. All inmates who were referred to Mental Health Services should receive an evaluation no later than 48 hours following the referral (emergency cases excluded). This does not preclude examination and/or treatment by the medical staff.

NOTE: In the interim, between referral and evaluation (depending on the severity of the case), it may be necessary to place the inmate under special observation and/or effect a change of location.

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K. In the event that an inmate is not evaluated/treated within the prescribed period, the tour commander shall ensure that the subject inmate is seen as soon as practicable; additionally, a written report shall be submitted to the Head of the Institution (through channels), outlining the reason(s) why the inmate was not seen within the prescribed period. Any information relative to the inmate's safety and/or the security of the Institution should be promptly reported to the Deputy Warden for Security.

REFERENCE: See Directive #4016, dated 10/25/82, MENTAL HEALTH REFERRAL OF INMATES AWAITING DISCIPLINARY ACTION.

Rule & Regulation 7.05.090

EXHIBIT: Form #4018, REFERRAL OF INMATES TO MENTAL HEALTH SERVICES.



INMATE'S NAME

NUMBER

LOCATION

NAME/SHIELD NUMBER OF REPORTING OFFICER

DATE

NAME/TITLE OF AREA SUPERVISOR NOTIFIED

BEHAVIORAL CHECKLIST

Listed below are some of the behavioral traits that may indicate a need for Mental Health Referral. (Circle the appropriate item[s])

1. Showing radical changes in behavior;
2. Expressing a desire to commit suicide and/or attempting suicide;
3. Planning to inflict bodily harm, attempting or actually carrying out the act. (This may be expressed verbally or through written communication);
4. Unable to sleep, particularly at night, awakening at odd hours of the early morning and brooding;
5. Arranging personal belongings in order, after habitual disorder;
6. Any signs indicating a trip is being planned, e.g., packing personal belongings, discussing travel arrangements etc., when such a trip is not feasible;
7. Giving away valued possessions, e.g., wearing apparel, books, pictures, cigarettes, commissary, etc.;
8. Continually refusing to lock-out during lock-out periods;
9. Hiding or attempting to hide, from the view of the correction officer/observation aide;
10. Appearing to be talking to someone when, in fact, no one is present;
11. Frequent displays of shouting, crying and/or screaming;
12. Attempting to inflict self injury by banging parts of the body against the walls or fixtures;
13. Complaining of ailments(s), illness(es) and/or disease(s) that are nonexistent;
14. Expressing a belief that there are plots or plans against personal safety; believing that someone or everyone is watching, talking, spying or acting suspiciously;
15. Having hallucinations/delusions (seeing objects or hearing voices that do not exist);
16. Unusual loss of memory;
17. Showing poor personal hygiene or appearance, doesn't shave, wash or change clothes, etc.;
18. Exhibiting strong feelings of guilt;
19. Being depressed;
20. Constantly fighting and arguing with other inmates;
21. Being alarmed (frightened) or in a state of panic;
22. Any unusual action or behavior that should be brought to the attention of the Mental Health Staff.

OTHER: (explain) \_\_\_\_\_

SUPERVISING OFFICER'S ASSESSMENT AND RECOMMENDATION

Supervisor's Name/Shield # \_\_\_\_\_

Date \_\_\_\_\_

SUMMARY OF MENTAL HEALTH EVALUATION/RECOMMENDATION

(To be prepared by Mental Health Services Staff)

INMATE'S NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

1. REASON FOR REFERRAL \_\_\_\_\_

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2. RELEVANT FINDINGS (include potential for suicidal and/or violent behavior) \_\_\_\_\_

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3. RECOMMENDATIONS (include special housing needs and precautions as needed) \_\_\_\_\_

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4. SUMMARY PREPARED BY \_\_\_\_\_

SIGNATURE

TITLE

DATE

DISTRIBUTION:

1 copy retained by Mental Health  
1 copy to Medical Services  
1 copy to Prison Administration

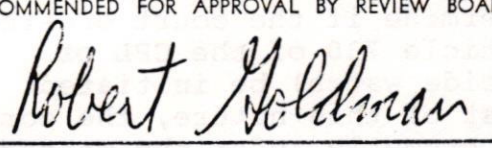
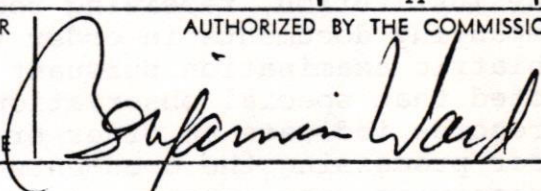




THE CITY OF NEW YORK  
DEPARTMENT OF CORRECTION



**DIRECTIVE**

<input checked="" type="checkbox"/> NEW <input type="checkbox"/> INTERIM <input type="checkbox"/> REVISED		SUBJECT	
EFFECTIVE DATE 12/ 1 / 83		*TERMINATION DATE / /	
CLASSIFICATION #4015		DISTRIBUTION A	
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RECOMMENDED FOR APPROVAL BY REVIEW BOARD MEMBER		AUTHORIZED BY THE COMMISSIONER	
 SIGNATURE		 SIGNATURE	



I. PURPOSE

To provide procedures that will ensure the prompt referral and evaluation of inmates who were remanded to the custody of the Department with an order for psychiatric examination pursuant to Article 730 of the Criminal Procedure Law or a court directed request for special observation.

II. PROCEDURE

- A. Correctional personnel assigned to court detention facilities shall review the court papers of all inmates remanded by the court in order to determine if the court has ordered a psychiatric examination, pursuant to Article 730 of the CPL or directed that special observation (suicide watch) be initiated. If the inmate's records indicate an order or request of this nature, the correction officer processing the accompanying documents shall promptly notify the area supervisor and immediately confiscate the inmate's belt, tie, shoelaces or any other article of clothing or property that might readily be used in a suicide attempt. The confiscated property shall be receipted and submitted to the Transportation Division officers who are transporting the inmate to the receiving institution.
- B. Upon being notified that the court has ordered a psychiatric examination pursuant to Article 730 of the CPL or directed that special observation (suicide watch) be initiated, the area supervisor shall ensure that the inmate's accompanying card (form #236), reflects the following information in the remarks section:
- name of the judge who ordered the action;
  - date;
  - reason.





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II. (continued)

- C. When an inmate returns from a court appearance or is newly admitted to the institution, receiving room personnel shall examine the accompanying documents in order to determine if the court ordered a psychiatric examination pursuant to Article 730 of the CPL or directed that special observation (suicide watch) be initiated. If the records indicate an order or request of this nature, the correction officer processing the documents shall promptly refer the matter to the receiving room supervisor for appropriate action.
- D. Upon receiving this notification, the supervisor shall take prompt action to ensure that the inmate is evaluated by a member of the mental health staff. The supervisor shall also complete a Mental Health Referral Form as per the provisions outlined in Directive #4018, and initiate Special Observation Form #103.
- E. If no member of the mental health staff is available to conduct an evaluation, the inmate shall be immediately referred to medical staff on duty for said evaluation; and as soon as practicable thereafter, receive an evaluation by mental health services. Pending mental health's evaluation, the inmate shall be housed in a mental observation unit or other special housing under special observation, until such time as mental health services can conduct an evaluation.
- F. When notification of a change in an inmate's mental health status is received by either the court detention facility or the institution where the inmate is housed, the inmate's records (commitment papers, accompanying card, etc.), shall be noted accordingly by the facility receiving the initial notification. The records shall also state the date the change was ordered, who ordered the action and the reason.



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## II. (continued)

- G. Whenever a member of the Department receives information from any source that an inmate may harm himself or another inmate, the procedures outlined in Rule and Regulation #6.15.030 shall be followed, in addition to any other prescribed procedure.

## III. REFERENCE

Directive #4018 - REFERRAL OF INMATES TO MENTAL HEALTH SERVICES

Rule and Regulation 6.15.030

### SUPERSEDES



Directive #1, issued by Commissioner Benjamin Ward, dated March 21, 1980.

Directive #1, issued by former Commissioner George F. Mc Grath, dated January 4, 1972.

Teletype Order No. 702-0, dated July 30, 1979 - Re: Mental Observation Cases.

### EXHIBIT

Form #103 - Special Observation

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DEPARTMENT OF CORRECTION  
CITY OF NEW YORK

DATE .....

INMATE ..... CHARGE ..... LOCATION .....

UNDER SPECIAL OBSERVATION  
COR. OFFICER'S REPORT — EVERY 30 MINUTES

8:00 A. M. ....  
8:30 " " .....  
9:00 " " .....  
9:30 " " .....  
10:00 " " .....  
10:30 " " .....  
11:00 " " .....  
11:30 " " .....  
12 NOON .....  
12:30 P. M. ....  
1:00 " " .....  
1:30 " " .....  
2:00 " " .....  
2:30 " " .....  
3:00 " " .....  
3:30 " " .....  
4:00 " " .....

Relieved

REMARKS: .....

COR. OFFICER .....

CAPTAIN .....



## COR. OFFICERS REPORT

1st TOUR

DATE .....

INMATE ..... CHARGE ..... LOCATION .....

## SPECIAL OBSERVATION

12:30 A. M. ....

1:00 " " .....

1:30 " " .....

2:00 " " .....

2:30 " " .....

3:00 " " .....

3:30 " " .....

4:00 " " .....

4:30 " " .....

5:00 " " .....

5:30 " " .....

6:00 " " .....

6:30 " " .....

7:00 " " .....

7:30 " " .....

8:00 " " .....

Relieved

REMARKS: .....

COR. OFFICER .....

CAPTAIN .....

## COR. OFFICERS REPORT

3rd TOUR

DATE .....

INMATE ..... CHARGE ..... LOCATION .....

## SPECIAL OBSERVATION

4:30 P. M. ....

5:00 " " .....

5:30 " " .....

6:00 " " .....

6:30 " " .....

7:00 " " .....

7:30 " " .....

8:00 " " .....

8:30 " " .....

9:00 " " .....

9:30 " " .....

10:00 " " .....

10:30 " " .....

11:00 " " .....

11:30 " " .....

12 MID. ....

Relieved

REMARKS: .....

COR. OFFICER .....

CAPTAIN .....